



## **DEPUTY COURT MANAGER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the non-judicial operations of a division of the City Court; to perform a variety of complex tasks related to court administration to include court services, case flow and records management, staffing and facilities; and to provide responsible administrative support to the Court Manager in areas such as policy implementation, regulatory compliance, budget administration and procurement.

### **Supervision Received and Exercised:**

Receives direction from the Court Manager or Presiding Judge or other management staff.

Exercises direct supervision over non-judicial supervisory, technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, organize and supervise the non-judicial activities of the Tempe City Court; recommend and assist in the implementation of goals and objectives; establish schedules and work procedures for supervisory and clerical personnel; implement policies and procedures.
- Plan, prioritize and supervise the work of non-judicial staff involved in court services; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Evaluate operations and activities in assigned areas of responsibility; recommend improvements and modifications; prepare various reports on operations and activities including statistical reports of court cases.
- Review procedures and implement operational changes as required in such areas as security and employee safety, automation development and operation, case flow and jury management, and facilities planning.

*Effective April 1994*

*Reviewed May 1997*

*Revised November 2001 (Title change)*

*Revised December 2001*

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### Deputy Court Manager (continued)

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures.
- Provide information for and participate in Request For Proposal (RFP) process and contract preparation; monitor vendor compliance with contractual services, facilities planning and space utilization.
- Coordinate activities of the City Court with other departments such as the police department, and external agencies; serve on various committees and boards as required to coordinate, share and improve existing resources.
- Respond to inquiries and complaints from customers and the public; provide information on the policies, procedures and activities of the Court as required.
- Schedule and conduct division and staff meetings; ensure effective communication on criminal justice activities among the Court, Police Department, City Attorney's Office and the Prosecutor's Office; serve as liaison with other City departments regarding changes in operating procedures or implementation of new systems.
- Investigate and resolve complaints regarding the non-judicial operation of the Court; develop and implement operating methods to improve operational effectiveness, increase revenues, and reduce operating expenses which will improve the quality of service to customers and the public.
- Maintain petty cash fund, oversee distribution of funds and maintain security of petty cash; delegate and monitor such activities as preparation of requisitions and billing, supply inventory and ordering supplies.
- Review and approve payroll, attendance, overtime and compensatory records; pre-approve departmental overtime requests.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Four years of increasingly responsible management experience in the operation of a Court, including a minimum of two years at the supervisory level.

*Effective April 1994*

*Reviewed May 1997*

*Revised November 2001 (Title change)*

*Revised December 2001*

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Deputy Court Manager (continued)

**Training:**

Equivalent to a Bachelor's degree from an accredited College or University with major coursework in court administration, criminal justice, public administration or related field is required. A Masters Degree and/or ICM Fellowship designation is preferred.

**This position is at will and unclassified, which means the employee or the Court can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 1720**

**Salary Range: 45**

**FLSA: Exempt**